

## Maryland Department of Health Vital Statistics Administration

# Maryland Electronic Death Registration Medical Certifier Training Guide

November 2017

Version 4.0

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#### **Getting Started with MD-EDRS**

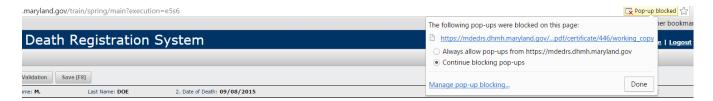
MD-EDRS functions similarly to typical online web applications. To use MD-EDRS, you will need:

- Internet connectivity
- A web browser
- Adobe reader (which may be downloaded at no charge from <a href="http://www.adobe.com">http://www.adobe.com</a>)
- A laser printer
- A scanner (certain users only).

You will also need to configure your web browser to enable:

- · Pop-ups; and
- JavaScript©

Configuring your website to allow for pop-ups will depend on which web browser you are using. If you are not able to see or print certificates after following the instructions, you should check whether your web browser is allowing pop-ups.



For information on enabling JavaScript© please go to <a href="http://www.activatejavascript.org">http://www.activatejavascript.org</a> for step-by-step instructions.

#### Logging onto MD-EDRS

1. To get started with the EDRS system, you will need to open your web browser and key in the following URL address: <a href="https://mdedrs.health.maryland.gov">https://mdedrs.health.maryland.gov</a>

FOR TRAINING PURPOSES, please go to the following URL address: <a href="https://mdedrs.health.maryland.gov/train.">https://mdedrs.health.maryland.gov/train.</a> \*\*Please DO NOT ENTER ANY REAL CASES in this location.\*\*



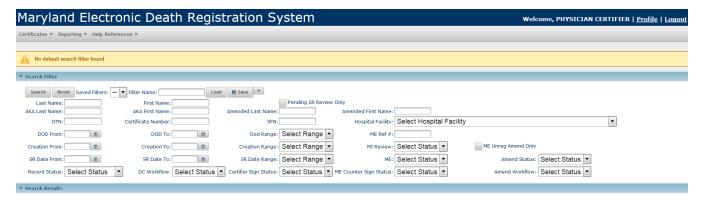
2. Enter the username and password which has been assigned to you by the MD-EDRS system administrator. Then click "Login."



\*\*NOTE: First time users will be prompted to change the password that was assigned. If prompted by your browser to save your password, please click "No".

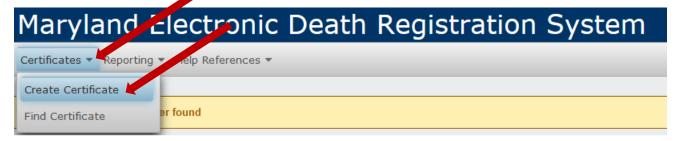
Please make a note of your username and password and store the information in a secure location. If you have more than 3 unsuccessful login attempts you will be locked out of the system and will need to contact your EDRS Facility Administrator or the Help Desk to have your password reset. After 3 unsuccessful login attempts, click on "Forgot password" and a link to reset your password will be sent to your email address of record.

Once you are logged in, the screen below will appear:

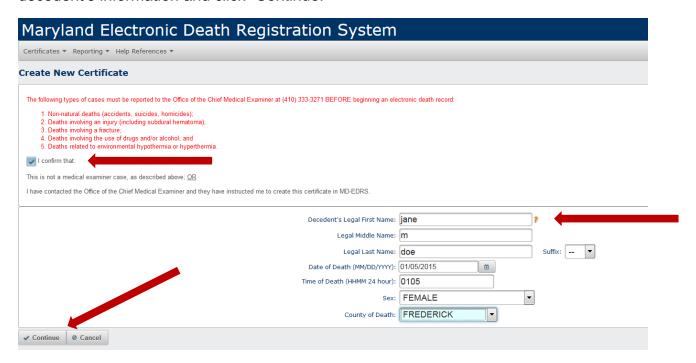


#### Creating a New Record

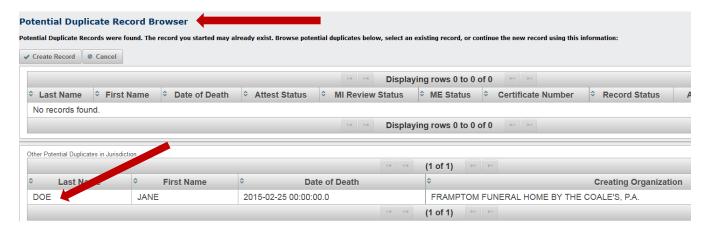
1. Once logged in, click on the Certificate tab and then "Create Certificate":



2. Confirm that the death is not a Medical Examiner case or that you have contacted the Office of the Chief Medical Examiner and have been instructed to create the certificate in MD-EDRS. Enter the decedent's information and click "Continue."



\*\*NOTE: If there are any records that have been started by other users for the same decedent in the system, they will show up in the "Potential Duplicate Record Browser". If you find a match, click on the decedent's last name and complete the Medical Information section of the record



#### \*\*PLEASE NOTE\*\*

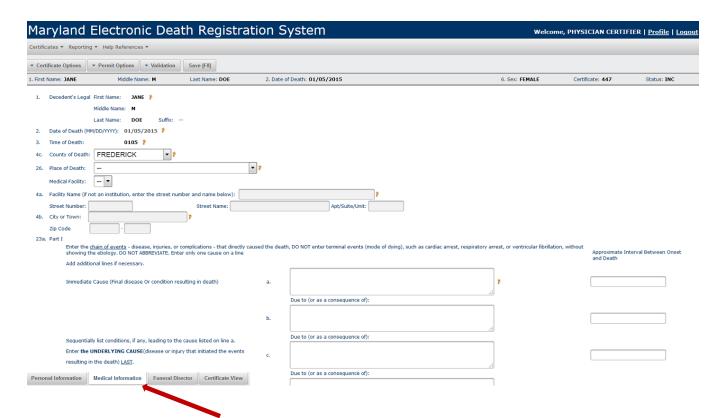
- A number of fields on the page will auto-populate.
- If Place of Death is inpatient, ER/Outpatient, DOA, Hospice, or Nursing home/long term care facility, items 4a and 4b will be automatically populated. Items 4a and 4b are only completed if place of death is "Decedent's Home" or "Other."
- If the Manner of Death is "Natural," items 28a-28g will be blocked.
- Clicking on the provide explanatory information on completing the item.
- "Approximate interval between onset and death" and "Contributing Causes" are both required fields. If you have no information to report, or the information is unknown, enter a hyphen (-) or UNK.

#### **Entering the Medical Information**

3. Once the following screen appears, Click on the <u>Medical Information</u> tab on the bottom of the page.



4. The following screen will appear. You should complete the items on this page as you currently do on the triplicate paper copy of the Death Certificate.

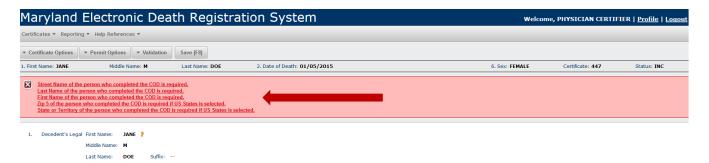


#### Validating the Medical Information

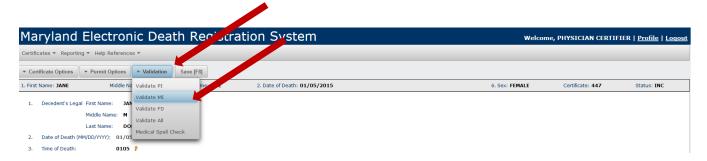
5. After all of the information on the <u>Medical Information</u> tab has been entered, click on the <u>Validation</u> tab near the top of the screen and then on "Validate MI" to check for any errors. It may take a moment for the information to be validated.



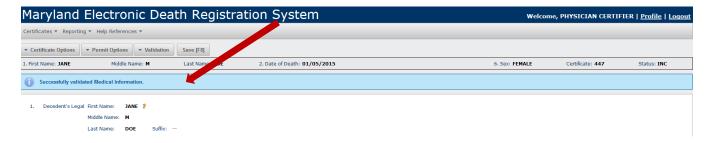
6. If any errors are identified, they will be listed on the screen and should be corrected in order to proceed.



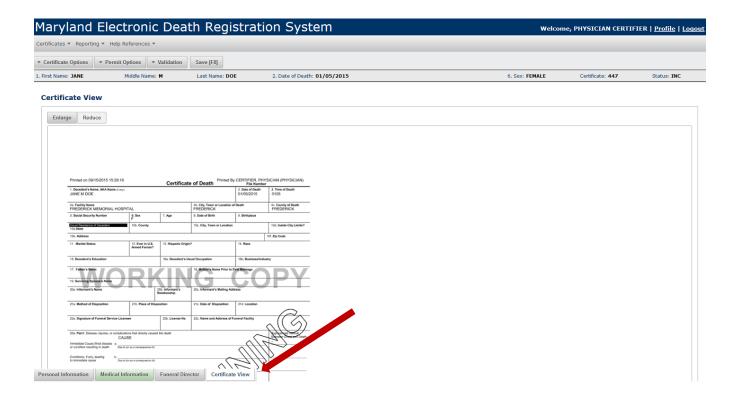
7. If necessary, click on the <u>Validation</u> tab and then "Validate MI" button again to be sure there are no additional errors.



8. When the information has been validated, a message indicating "Successfully Validated Medical Information" will appear. Click the <a href="Save[F8]">Save[F8]</a> tab to save the record.

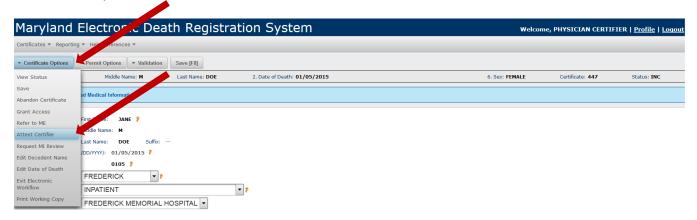


9. The certificate should be reviewed thoroughly for errors before it is attested. To review the certificate's content, click on the <u>Certificate View</u> tab located at the bottom of the screen. This step can be completed at any time.

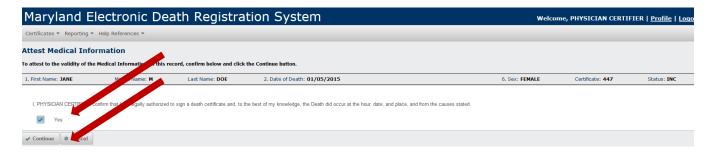


#### Attesting of the Certificate

10. If the Medical Certifier (physician, certified nurse practitioner, physician assistant) has personally entered the Medical Information, he or she may immediately certify the information by clicking on the <u>Certificate Options</u> tab and then on "Attest Certifier."



11. When the following page appears, the Medical Certifier should check "Yes" and then "Continue."



A message will appear indicating that the certificate was successfully attested.

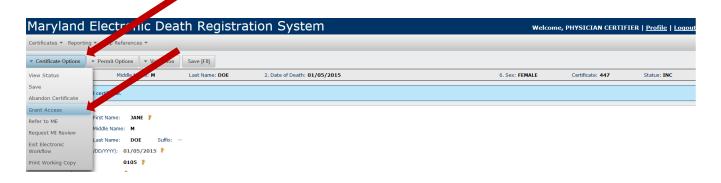


If the Medical Information was completed by a hospital/facility staff member who is NOT the Medical Certifier, the record should be saved, and the Medical Certifier must log onto the system **USING HIS OR HER OWN LOGON AND PASSWORD**, locate the record, and personally attest to the information on the certificate.

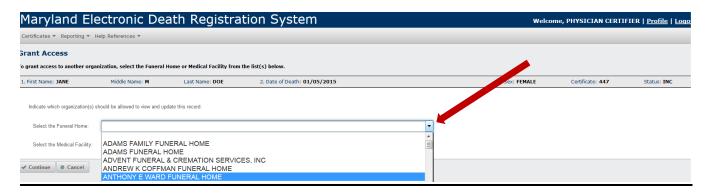
#### Transferring the Certificate to the Funeral Home

- 12. Transferring an electronic record can be done at various stages:
  - 1. The Medical Certifier and/or staff may transfer a record to a funeral home any time after the record is first created.
  - 2. It is not necessary to wait until the Medical Certifier has signed the record to make the transfer.
  - 3. The Medical Certifier and the Funeral Director may work on the record concurrently.
  - 4. The Medical Certifier and/or his or her staff may also transfer the record after it is signed by the Medical Certifier.

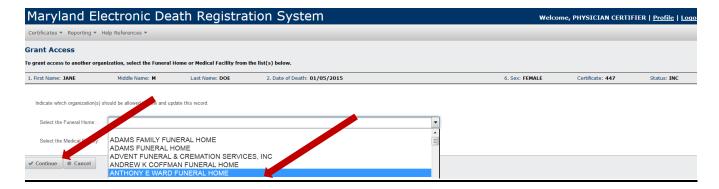
To transfer a record to a funeral home, select "Grant Access" from the Certificate Options tab.



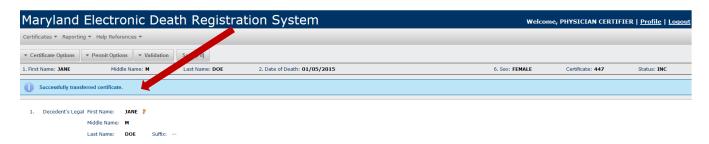
If the funeral home is registered with MD-EDRS, the name will appear on the drop-down menu. If the name of the funeral home does not appear, please contact the help desk at EDRS.help@maryland.gov



13. Select the funeral home and then click "Continue."

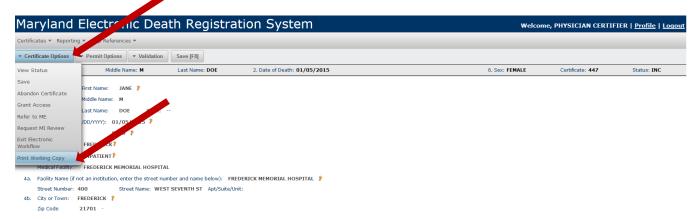


14. You should receive a message that the record has been successfully transferred. The funeral home will now be able to access and complete the record.



#### Printing a Working Copy of the Certificate

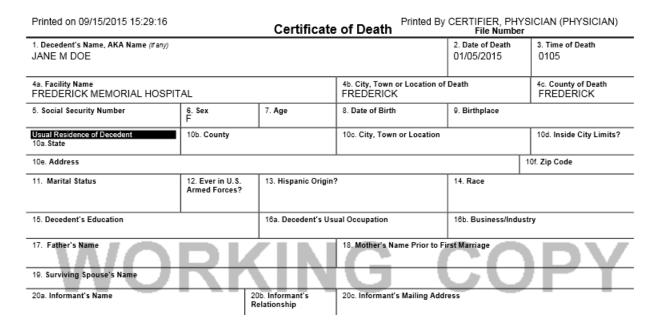
15. A printed "Working Copy" of the record should accompany the remains when transported to the funeral home. To print a Working Copy of the record, click on the <u>Certificate Options</u> tab and select "Print Working Copy,"



The following Working Copy of the Certificate of Death will appear. It will include all of the information that has been added to the record at the time the copy is printed, and can be printed at any time.

## The Working Copy should accompany the remains when the deceased is transported to the funeral home.

\*\*NOTE: Printing the Working Copy on legal sized paper (8 ½ x 14) will make the certificate easier to view, although letter sized paper (8 ½ x 11) may also be used. Remember to enable pop-ups on your web browser in order to view and print the Working Copy.



#### Referring a Case to the Medical Examiner

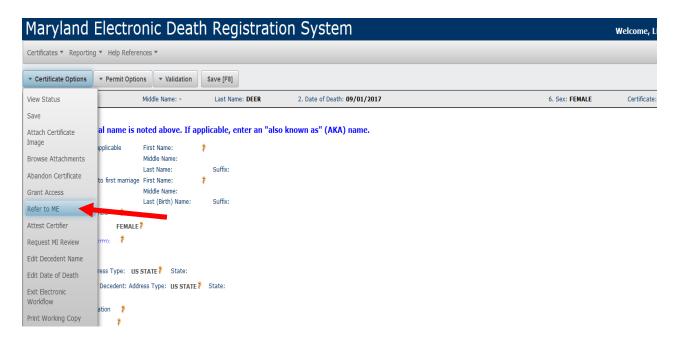
The following conditions and types of deaths might seem to be specific or natural, but may be from complications of an injury or poisoning (possibly occurring long ago). Such cases should be reported to the medical examiner/coroner.

- Asphyxia
- Epidural hematoma
- Bolus
- Exsanguination
- Choking
- Fall
- Drug or alcohol overdose/drug or alcohol abuse
- Fracture
- Hip fracture
- Pulmonary emboli
- Subdural hematoma
- Hyperthermia
- Seizure disorder
- Surgery
- Hypothermia
- Sepsis
- Thermal burns/chemical burns
- Open reduction of fracture
- Subarachnoid hemorrhage

1.) In order to refer the record to the ME, click on "Certificate Options"



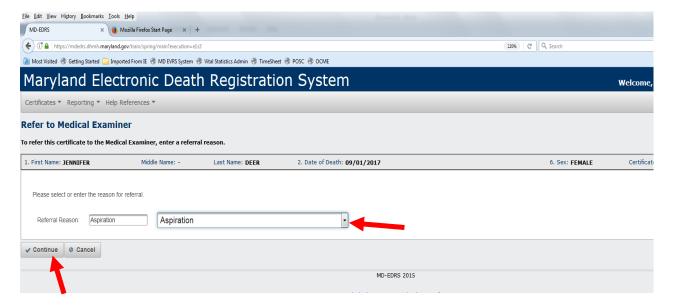
2.) Click on "Refer to ME"



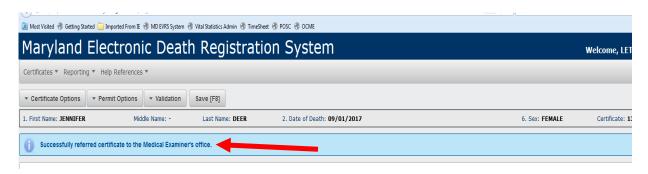
3.) Select the reason for referral in the drop down list



- 4.) Once the referral reason has been selected from the drop down menu, the referral reason will pre-populate in the first field.
- 5.) Click on the "Continue" button.



6.) You will then receive the "Successfully referred certificate to the Medical Examiner's Office" message.



#### **Help Desk Support**

MD-EDRS technical support is available by email: Email questions to edrs.help@maryland.gov

You will receive a response within one hour for messages received between 8 am and 4 pm, Monday - Friday. For emergencies on weekends and State Holidays, you will receive a response within four hours for email messages received between 7 am and 7 pm.